Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

English as a Second Language

Conversation Practice Groups

Grant Application

Fall 2005

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

Definitions:

A.   A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B.   A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C.   An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D.   A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E.   A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA ENGLISH AS A SECOND LANGUAGE
CONVERSATION PRACTICE GROUPS

Information & Guidelines
Fall 2005

Grant Program Description

This program offers Missouri public libraries that are currently receiving state-aid the opportunity to apply for a grant designed to serve their limited English proficient (LEP) patrons through an English conversation practice partners program.

Native English-speaking volunteers meet regularly with individuals or small groups of non-native English speakers who are learning English and need additional practice. One format for such groups is to pair a somewhat-trained native English-speaking volunteer with a non-native speaking individual or a pair of non-native speakers; the same pairs meet regularly over time for semi-structured conversation practice. A variation of this is the "conversation club," which mixes a group of learners from different language groups with one or more native English speaking leaders to practice spoken English and learn together about life in the USA. Conversation practice programs complement formal English classes and/or allow speakers with some English competence to expand their conversational skill.

Background Information

One format for conversation practice groups is conversation partner pairs. The library recruits and trains a core of native-English speaking volunteers and pairs each of them with a non-native speaker who wants or needs to improve English facility. The same pairs meet regularly for semi-structured conversation and speaking practice. When necessary, two non-native speakers may be paired with the English-speaking volunteer. This format maximizes actual, engaged practice time and individualized assistance.

A variation of this is the "conversation club," which mixes learners from different language groups with native English speakers in small groups to practice spoken English and learn about life in the USA. This format requires fewer volunteers and accommodates schedules of non-native speakers who may have irregular schedules. It works best when learners are from different language groups and English is the only vehicle for conversation. It can be an efficient way to explain culture and survival skills.

The advantages of conversation partners programs:
- They provide conversational English practice and exposure.
- The program is individualized or tailored to the specific group or individual.
- This format does not compete with direct instruction English for Speakers of Other Languages programs but complements other existing programs.

- Conversation groups forge friendly relations with a native English speaking US citizen, thus encouraging adjustment, understanding, and tolerance.
- They provide informal introduction to culture and navigating daily life in US.
- Conversation groups require less curricular and print material than direct instruction programs; materials already in a library collection will be a rich resource for conversation topics and activities.
- They work with English learners from both same language and different language groups, although the conversation club works better with a mixture of languages.
- The idea will work with either one or two volunteers and a small number of non-native English speaking participants or with larger numbers of both.

Some factors to consider for conversation partners groups:
- Groups tend to be lively and generate noise; the library needs enough space for pairs or small groups to spread out.
- A phone is probably a necessity to keep everyone on schedule and paired up.
- The groups require a core of dependable volunteers.
- They require someone to coordinate the volunteers and participants and set up for the sessions; this is especially necessary with the conversation pairs.
- They require more space but less equipment/material than direct instruction.
- They may present childcare and transportation issues for participants.
- Conversation partners groups may not be helpful for learners with very little prior English exposure or knowledge. Referrals to the nearest instructional program or training a few volunteers as tutors rather than conversation partners may be helpful.

Grant Priorities and Considerations

- There should be a demonstrable need within the patron community.
- A regular meeting place (preferably, but not necessarily, the library) is required.
- The group must meet on a regular schedule, preferably weekly.
- English-speaking partners must be present and active on a regular basis.
- At least one training session for the English-speaking volunteers is needed.
- Instructional programs, sponsoring agencies, community groups, and service agencies working with the target population should be informed of the existence and extent of the conversation practice program.
- The program must be non-discriminatory.
- Optionally, childcare or a concurrent children's English literacy activity may be offered in connection with the grant program; the grant will provide partial support for an optional children's activity occurring at the same time as a conversation partners group.
- The grant amount for the children's activity may not comprise more than 25% of the grant award

Application Eligibility
Missouri public libraries that currently receive state aid.

Funds Available
A library may request up to $8,500 per branch.

Local Matching Funds
No local matching funds are required.

Allowable/Unallowable Costs
Eligible expenses include, but are not limited to:
- Part-time coordinator for program the first year or additional staff hours specifically related to the project; this coordinator may also be the leader for a conversation club but volunteer involvement is preferred. Part-time coordinator may also coordinate but not staff the children's activity if one is offered.
- Reasonable training costs for volunteers and training materials.
- Supplies, and consumable English language materials.
- Resource materials for the program itself. Please note: LSTA funds may not be used for materials that may become part of the library collection, although LSTA funds may sometimes purchase workshop materials and activity supplies.
- Publicity, mailing and printing costs.
- Refreshments during group sessions.

If the library chooses to offer childcare or a concurrent children's activity, the grant will also pay for:
- Supplies, consumable materials, and other activity expenses for the children's activity.
- Coordination of the children's activity may fall within the job description for the part-time coordinator. The children's activity may be staffed by either volunteers or paid part-time workers.
- The grant will subsidize paid childcare workers for the hours in which the conversation groups are meeting.

Ineligible expenses include, but are not limited to:
- Transportation or field trips
- Existing staff costs within the regular work week
- Collection acquisitions
- Vehicles, computers, or furniture
- Payment for volunteer conversation partners

Large Purchase Documentation: If your grant request requires procurement of a large dollar item, then a competitive bid process may be necessary. For items over an amount specified in your procurement guidelines (example-Missouri State Library's specified amount is $3,000), you will need to document your bid process used for the purchase. Informal methods of requesting competitive bids are: fax bids; telephone bids; catalog comparison; or, e-mail bids. Documentation can be in the form of a list stating names of the vendors, date of bid requests, and amount of bids. Any questions regarding this process can be addressed to Diana Very, LSTA Grant Officer, 573-526-1256.

Grant Review Process and Application Deadline
- Eligible applications are reviewed and evaluated by the State Library staff.
- Staff recommendations are submitted to State Librarian.
- State Librarian submits recommendations to Secretary of State.
- Secretary of State makes the final decision.
- To be eligible for review, grant applications must be received at the State Library **postmarked by October 4, 2005 or hand delivered by October 5, 2005.**
- Only completed application forms from eligible institutions will be reviewed.
- Grant funds may be encumbered or expended only after the grant agreement is fully executed and signed by the grantee, the State Librarian, and the Deputy Secretary of State.

Grant Period
The grant period for this project is **January 1, 2006 through December 31, 2006.** The local timeframe may be less than 12 months but must fall within this period.

Reporting Requirements
Depending upon the duration of the project, at least one Interim Report will be required, in addition to a Final Report.

Grant Monitoring
According to Federal Regulations 45CFR1183.40, revised October 1, 2004, *"grantees are responsible for managing the day-to-day operations of grant and subgrant supported activities. Grantees must monitor grant and subgrant supported activities to assure compliance with applicable Federal requirements and that performance goals are being achieved. Grantee monitoring must cover each program, function, or activity."*

In an effort to comply with the Federal Regulations, Missouri State Library staff will monitor and report program performance on awarded LSTA grants. This will be accomplished by site visits, interim reports, or phone calls.

Before you apply:
Determine if your library's cash flow is adequate to meet the following terms and conditions of this grant, should it be awarded?
1. How payments are made:
   Generally, grant funds are awarded in two or more successive payments, timed to allow the grantee access to sufficient monies to carry out and complete the funded project. However, 30% of the grant award is customarily withheld until completion and approval of the final report by the State Library. It is the grantee's responsibility to use the grant funds to pay project expenses in a timely manner. Grantees with cash flow issues are advised to work out payment arrangements with vendors in advance, if they must wait for a final grant payment to complete all payments to a vendor(s).
2. Disbursement of funds by grantee.

Federal regulations require the grantee to expend (disburse) all Grants payments within a reasonable time period of their receipt – generally up to 30 days. Failure to do so risks default of the grant funds to the State Library.

3. How the grant will be paid:

Grantees are paid 35% of the total grant amount upon completion of the final executed agreement. A second payment of 35% of the total grant amount is awarded upon submission and approval of the Second Interim Report and Request for Second Payment by the State Library.

A final payment of the remaining grant amount (30% of the grant award or the actual remaining amount expended or encumbered) is disbursed upon completion of the project, following submission and approval of the Final Report and Final Request for payment by the State Library. The Final Report and Payment Request is due no later than 30 days after completion of the project or the end of the grant period.

Where and how do I apply?

Mail completed application forms to:
Diana Very, LSTA Grants Officer
LSTA Grant Application
Missouri State Library
600 West Main Street, PO Box 387
Jefferson City, MO 65102-0387

For further information, contact:

For questions about ESOL or conversation practice, please contact Marge Kudrna, Literacy Consultant, Missouri State Library, telephone 573-522-9564, 800-325-0131 ext. 17, or **marge.kudrna@sos.mo.gov**

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded. If triggered, CIPA will require a grant recipient to certify that it has in place a policy of Internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with Internet access. The nature of the certification depends upon the type of library making application.

MISSOURI STATE LIBRARY
LSTA ENGLISH AS A SECOND LANGUAGE
CONVERSATION PRACTICE GROUPS

Application Instructions
Fall 2005

Please call Diana Very, LSTA Grants Officer, 1-800-325-0131 ext. 16, if you have questions about the instructions or application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way.
- The application will be photocopied for use by the Grant Review Committee. Fill in the library's name at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Program Narrative and Part III – Budget Narrative are to be typed, single-sided, <u>double-spaced</u> on plain sheets, with the library's name at the top of each sheet and page numbers at the bottom. Attach these narratives to the back of Part I - Application form.
- Signatures must be included or the application will be ineligible for consideration.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portion. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, notebooks, or staples.

ITEMIZED INSTRUCTIONS

Part I – Application Form

- *Project number*—Leave blank.
- *Name of library*—Give the official, legal name of the library.
- *Federal Tax I.D. # or MO Vendor # if different*—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vendor ID number. In some cases, it is different and this is the number we must have to process your application.
- *Project Director*—Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.
- *Project Title: Give a brief title for your project.*
- *Total population of library's legal service area*—Using the latest available census figures, give the population of the legal service area for all participating agencies.

- *Estimated number of persons to be served by this project*—Give a realistic estimate, based on the best and most current information available, of the number of targeted people the project will reach. The Missouri State Census Data Center Web site may be found at: *http://www.oseda.missouri.edu/mscdc/index.html*.
- *LSTA funds requested*—Show the total amount of grant funds you are requesting. Round to the nearest dollar.
- *Project description*—Provide a concise description of your project, not to exceed 250 words. Include key information from each section of Part II.

Part II: Program Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Type the library's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Paperclip any support materials to back of application, after signature page. If you are working with a community partner, attach a letter explaining the resources provided by that partner to your project. A letter must be included for each partner.

Part III—Budget Worksheet and Narrative

The clearly developed budget includes an **Item Description** of the planned expenditures itemized under the correct budget category. The **Basis for the Cost Estimate** should include the cost of each item multiplied by the number of items requested. The **Total Cost** columns are the final cost for the item that will be purchased with LSTA funds or local funds. The final **Total Project Cost** at the bottom will identify the project cost requested for the application.

The budget narrative is a clearly defined breakdown of all costs mentioned in the budget worksheet. This should be used to explain how these items will be used in the program and their relationship to each other. For example, explain the connection of purchasing supplies to the overall program involvement or explain how a speaker's cost is broken down.

Part IV: Certification and Signatures

Signature of Library Director—The application must be signed by the administrative head of the library, i.e., the library director, or other administrator, **in blue ink.**

Signature of Library Board President—The library board president must sign the application form, **in blue ink**. This individual must have the authority to sign legal binding agreements. A signature and date on these lines indicate that the library board

understands and approves the intent of the grant and will allow the designated project director to oversee the project.

Application Review

Grant application rubric will be used for grant review. These are the topics that will be used to determine if the grant application meets the criteria required for the grant to be awarded. Use this as a check to verify that you are submitting a qualified application.

	Inadequate	Needs Correcting	Clarification Needed	Complete
Application identifies a specific audience				
Project addresses the identified need(s) of audience				
Application demonstrates strong project plan and manageable timeline				
Appropriate and proactive promotional strategies				
Scope is compliant with guidelines				
Allowable costs				
Budget detailed and justified				
Evaluation/Outcomes measure impact on audience				

MISSOURI STATE LIBRARY
LSTA ENGLISH AS A SECOND LANGUAGE CONVERSATION
APPLICATION FORM
Fall 2005

Project # _____

PART I – **You must use this sheet as page one of your application!**
Please type.

Name of library:_____

Federal Tax I.D. # or MO Vendor # if different:_____

Address:_____

City: _____ County: _____ Zip code: _____

Phone: _____ Fax: _____

Library director: _____

Project director (contact person): _____

E-mail address (contact person): _____

Project Title: _____

Total population of library's legal service area: _____

Estimated number of persons to be served by this project: _____

Library's current tax rate: $_____

Library's current operating budget: $_____

LSTA funds requested: **$_____**

Local funds to be used (optional): $_____

Project description (not to exceed space provided):

Part II – Program Narrative

Attach additional sheets with your descriptions of the proposed program, guided by the points below. Please number your sections to correspond with the numbers below. Program Narrative should be 3-5 pages.

1. Explain the need for this program and identify the target audience. Report numbers of non-native speakers in your community and the status of programs and services for Least English Proficient community members.

2. List your goals and objectives for this program. Goal(s) should be broad and general. Objective(s) for each goal should be specific and measurable.

3. Describe the program you propose, showing how it meets both the community need and the requirements for the grant. If you are working with community partners, describe the role each cooperating partner will have in this project and include a brief description of each partner.

4. Estimate the number of non-native English speaking patrons to be served over the period of the grant.

5. If you have chosen to include a children's activity during the conversation practice sessions, justify the need for it, describe it, and show how it will aid the program.

6. Briefly describe how the program will be promoted in your community—newspapers, flyers, contact with educational or social agencies, etc.

7. Include a project action plan. Present a step-by-step work plan, in chronological order that describes the activities to be used to reach your goals.

8. Describe how the project will be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and who will perform the collection and analysis of evaluation data. Will there be follow-up evaluation? You may include a sample evaluation form, if one is being used. Acceptable tools of measurement include questionnaires, interviews, data or number collection, use of existing data, structured observation, logs or journals, etc.

Part III—Budget Worksheet and Budget Narrative
Itemized Budget

Use the budget worksheet below; include a line-item budget. Round all figures to the nearest whole dollar. Check your math! LSTA funds may not be used for administrative overhead, "door prizes," "incentives," or any type of "gift" to presenters, participants, or libraries. The addition of local funds is encouraged but not required. If local funds will be added to the project, list them on the budget worksheet and explain them in the budget narrative.

Library Name:				
Project Title:				
Category	Item Description	Basis for Cost Estimate	Total Cost / LSTA Funds	Total Cost / Local Funds
Personnel – Salary & Fringe Benefits			$	$
Travel			$	$
Supplies			$	$
Equipment			$	$
Contractual			$	$
Total Project Costs			$	$

Budget Narrative
The Budget Narrative is a clearly defined break down of all cost mentioned on the grants budget page. Explain, in narrative form, each line item in the budget worksheet. Show that these expenditures are clearly related to your project. Computers must meet or exceed the minimum specifications listed on the Missouri State Library Grants Web page. If requesting funds for equipment, include the specifications and unit price of each piece. All requests for project equipment must be project specific, appropriate to the project, and justified. Provide valid explanations for why equipment already owned by the library cannot be used. Requests for staff costs must include justification for additional staff hours, the rate at which staff will be paid, and the total number of hours staff will work. Provide explanations for both federal and local funds.

Libraries awarded project funds will have the authority to move up to $300 between line items within their final proposed budgets.

The TOTAL LSTA FUNDS REQUESTED amount should match the amount of LSTA funds requested line in PART I.

Part IV: Certification and Signatures

ATTENTION: You must use <u>Part I – Cover Page, Part III – Budget Worksheet, and Part IV – Certifications and Signatures</u> for your application! Part II – Program Narrative and Part III – Budget Narrative should be submitted on white paper, single sided, double-spaced. Please number the narrative pages of Part II and Part III. Part IV must be the last page of your application.

Signatures of both the Library Director and the Library Board President are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____   _____
Type name of Library Director   Type name of Library Board President

_____   _____
Signature, above official (in blue ink)   Signature, above official (in blue ink)

_____   _____
Date   Date

Mail completed applications to:
     Diana Very, LSTA Grants Officer
     LSTA Grant Application
     Missouri State Library
     600 West Main Street, PO Box 387
     Jefferson City, MO 65102-0387
Application deadline: October 4, 2005 (postmarked); October 5, 2005 (hand delivered)

For State Library use only:
_____ Approved   _____ Not Approved $_____Amount Awarded